Message from the President

Happy New Year and Welcome Back! I hope everyone enjoyed a safe and restful break, and are re-energized to start a new semester.

The transition into a new year is always a good time for reflection over the past year and a look forward to the challenges and opportunities a new year brings. Looking back over my first six months as president, I am so pleased to see how the UNOPA board members are working together with the common goal of creating a community for the office professionals at UNL. The board is dedicated to providing quality professional development opportunities, welcoming new employees to UNL, honoring the members of UNOPA, and providing a voice for all office professionals.

Looking forward into what the new year may bring I see UNOPA continuing to be an advocate for all office professionals. While the struggling economy will provide new challenges for many of us, it also provides an opportunity to see how creative we can be in conserving our resources at work, as well as at home.

I would like to remind everyone that you have the opportunity to honor a fellow coworker by nominating them for the Floyd S. Oldt Silver Pen award or Outstanding Staff award. Nomination information may be found on the UNOPA website: http://unopa.unl.edu.

The January 13 General Meeting will be our joint meeting with UAAD. Jennifer Dam will present information on future plans for campus.

I hope to see you there.

UNOPA’s Anderson and Company Make Merry

Those who attended the December General Meeting were treated to a stellar holiday program. Thank you, Peg Johnson and committee. Judy Anderson, one of UNOPA’s favorite entertainers (pictured left:center) brought two special guests, Julie Felzein and Dave Claus. Their sparkling trio harmony was a high point in the program, and Judy engaged the audience as well when she led the group in singing some traditional holiday tunes. Rave reviews are in order for Judy’s charming rendition of Baby it’s Cold Outside—typical Judy Anderson style! Dave favored us with the zany Mr. Grinch show tune. The total package would not be complete without commenting on Julie’s smooth vocals and brilliant keyboard accompaniment, festive table decorations, and a delicious buffet. It was truly a memorable event, and many left with a lighter step than when they arrived!

UNOPA MISSION STATEMENT: Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for education office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational systems and the community.
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Parliamentary Procedure

Nominations and Elections

By Mary Guest, UNOPA President, CEOE

You will soon be receiving nomination forms for the 2009-2010 UNOPA officers from Mary Klucas, UNOPA’s Nominating Director. While this process seems to just be common sense, it also follows procedures set forth by Robert’s Rules of Order. According to Robert’s Rules of Orders Newly Revised, In Brief, 2004, pg. 78:

A nomination is a formal proposal to the voting body, in an election to fill an office or position, suggesting a particular person as the one who should be elected. The usual practice is to have nominations to narrow the voting down to qualified and Willing candidates. The two most common means of nominating candidates for office are nominations from the floor and by a nominating committee.

UNOPA utilizes both forms of nominations. When you receive the nomination form, please take a few minutes to read through the description of each office and nominate individuals you feel are qualified to help lead UNOPA. After the Nominating Committee receives the nominations, they will contact each nominee to determine if they are willing to have their name placed on the ballot.

At the March General Meeting, the slate of nominees will be presented to the membership. At this time, nominations will also be taken from the floor. After all nominations are received, the Nominating Committee will prepare the ballot and mail it to all voting members (Active and Retired). UNOPA’s Bylaws require a mailed ballot. The newly elected officers will be announced at the April General Meeting and will be installed at our Annual Meeting in May.

Thank You

Once again you have responded generously to the needs of others by answering our appeal for donations for the children’s Backpack Program, sponsored by the Food Bank of Lincoln. You donated 21 jars of peanut butter and $19.00 in cash. Donations are distributed on Fridays at Lincoln area schools, because the program is designed to help hungry children have enough food to eat through the weekend. It’s hard to conceive that here in the land of the “Good Life” there are children who seldom have enough to eat. Thanks are due the Food Bank of Lincoln for their innovative programing, and to you, UNOPA members, for caring and taking action.

Peg Johnson, Program Director
December is a very festive time of the year; however, depending on where you are in your surroundings, this time can be very stressful. The Program Committee thought our musical entertainment for the Holiday general meeting was delightful and very entertaining. Our hats off to our fellow member, Judy Anderson (pictured, above/center) and her counterparts, Julie Felzein and Dave Claus.

Judy, thank you for sharing with us.

Peg Johnson, Program Director

What better way to mark the New Year than by making bold promises to yourself? Because it’s a major transitional time, New Year’s provides a convenient occasion to take stock of your life. Millions of people make resolutions, but how do you keep them? Here are ten tips from the American Council on Exercise (ACE) to help you stick to your New Year resolutions.

1. Set resolutions that are realistic and based on your personal history. Learn from your failures. If you want to exercise five days a week and you haven’t done it in the past, vow to work out twice a week.

2. Set interim goals. You can’t lose 100 pounds or get a Ph.D. overnight. Lose one to two pounds a week, and work toward your doctorate a few credits at a time.

3. Evaluate whether or not you have the skills to attain the goal of your resolution. If you want to start a strength-training program but have never lifted a weight or been inside a gym, there’s a good chance you’ll get intimidated or confused, or over train and possibly injure yourself. A wiser way to start would be to read a book or surf the Web for information on weight training, or work with a personal trainer until you get acclimated.

4. Write down both your resolution and your plan. Use clear and concise language. A well laid out plan will help to ensure success.

5. Keep track of your progress periodically, perhaps weekly.

6. Use positive language. The way you talk to yourself really affects your ability to attain your goals. Try to develop a “can-do” attitude.

7. Lose the excuses. Don’t say: “It’s too late for me to go back to school.” Instead, affirm: “There’s no age limit to getting a degree, and once I get that degree, I’ll be able to find employment in my chosen field.”

8. Get support. Reach out to your family, friends or a group of people who share the same goal and who can encourage you if your resolve weakens.

9. Develop coping strategies, and learn how to deal with problems.

10. Celebrate your “successes” and rebound from your “failures.” Take credit for success when you achieve a resolution. If you fail don’t blame yourself, just see how you can do better the next time.

For more information contact the UNL Campus Recreation Fitness and Wellness Programs, and/or the American Dietetic Association, www.eatright.org.

Make Bold New Year’s Promises
By Catherine Jewell, Campus Recreation

DECEMBER

Kathy Leazer and Olivia Thoreson.

Gladys Buss, new member, and Shelly Green.

Debbie Hendricks at the fund-raising table.

For more information contact the UNL Campus Recreation Fitness and Wellness Programs, and/or the American Dietetic Association, www.eatright.org.

Your UNOPA Notes Committee wishes you and yours a prosperous and Happy 2009!
New Members:  
In the Limelight  
By Lorraine Moon and Jan Shamburg, UNOPA Notes Feature Developers

Shawn Sheets:  
Shawn is a first year UNOPA member, who was born in Lincoln, Nebraska. She left Lincoln to attend college, Texas A&M, and later Mid-Plains Community College.

In 2000, Shawn was hired as a Project Assistant (Communication and Information Technology department) on East Campus and is responsible for the IANR News.

Sports interests include water aerobics, swimming, and watching the Huskers. She also likes designing and creating stained glass, crocheting, sewing, and making glass beads. She finds knitting very enjoyable.

Her favorite foods are Shrimp Scampi, brownies, soft and chewy Molasses Crinkles and chocolate chip cookies. Shawn loves to cook but doesn’t care to “entertain.”

Her favorite holiday tradition is to bake turkey and make homemade “real” cranberry sauce.

Shawn has two children (Jordan and Katelynn).

Shawn joined UNOPA so that she would have more opportunities to expand her knowledge.

Nancy Pritchett:  
Nancy was born in Beatrice, Nebraska, but has lived in Lincoln her entire life. For the past 20 years, she and her husband enjoy their home near Eagle.

Nancy’s interest in sports involves watching her granddaughter play basketball for Northeast High School (varsity squad) and attending soccer, baseball, and basketball games that involve her younger grandchildren. When not at a ballgame, other interests include reading, sewing, and tending her flower garden, as well as cooking. Her favorite entrées are dishes with chicken. Favorite desserts include banana cream pie and cookies with chocolate, caramel, and/or nuts.

Nancy and her husband have five children (Stacy, Krista, Alisa, Patrick, and Lyndsay), 13 grandchildren and 2 great-grandchildren. They enjoy going places with them and having them over for get-togethers. Travels often involve visiting historical places in Nebraska.

As a former member, Nancy decided to rejoin UNOPA as she felt it was time to get involved again. Kathryn Martin, her sister, is a former UNOPA president.

Ann Reese:  
Ann grew up in Indianola, Nebraska, and has called Lincoln her home for ten years. From 1999-2002 she lived in Fremont, Michigan.

She loves to cook and bake. Her favorite entrée is steak or pizza. Ann’s favorite dessert is Key Lime Pie or anything chocolate. Monster cookies are her favorite.

Ann has four children (Jeff, Jordyn, Zachariah, and Emily). Of course, Ann and husband Rick wouldn’t want us to leave out Charlie (the family dog).

Obviously, her number one interest is family and friends.

(no photo available)

Sandy Sterkel:  
Sandy has worked for the University of Nebraska for almost 35 years. The first 30 were at the South Central Research and Extension Center at Clay Center, Nebraska. As part of the budget cuts in 2002, that facility was restructured and, as a result, her position was eliminated. Sandy then became employed in her current position as Office Associate in the Department of Agricultural Economics. As a result of this transfer, she shares an apartment here in Lincoln during the week with someone who made a similar transfer and returns home to Nelson in south central Nebraska on the weekends where she and her husband farm.

Sandy has one son, Doug. He and his wife and their three children live in New Jersey.
DEVELOPMENT... UNOPA Makes an Impact

By Kathy Bennetch, Ag Leadership Education and Communications

What does UNOPA mean to me? How does one explain? Let me give you my perspective. Over 25 years ago I was invited by Shelly Everett to attend a UNOPA meeting. She introduced me to several members, and I was hooked. I really enjoyed getting to interact with these ladies and gentlemen. Before you knew it, I was asked to help with a committee and that is where I learned the true meaning of UNOPA, “serving others”! I became involved while helping make nametags, registering guests, selling raffle items. I enjoyed greeting guests. This made me more comfortable, and before I knew it I was asked to serve as the director of a committee. I learned so much each time I served on or led a committee.

Over the years I can honestly say working on the Employee Concerns Committee has been my favorite activity. UNOPA has made a considerable mark in this area. The various UNOPA representatives on committees were failing to report back to the membership. Hence, we saw the need for a complete list of all the UNL committees, which was then assigned to the Employee Concerns Committee. Each representative then brought items before the membership either by a report at a meeting or by writing an article for the UNOPA NOTES. Also, information is submitted for the Annual Report each year. This helps improve communication and also demonstrates to the membership how UNOPA is impacting UNL.

Over the years UNOPA has been involved with:
- Getting insurance coverage for regular mammograms
- Establishing the Sick Leave Bank
- Establishing the Emergency Loan Fund
- Developing a tuition remission proposal for part-time employees
- More than thirteen UNL committees, which allowed us to be a part of impacting outcomes
- Developing the Outstanding Staff Awards and the UNOPA Boss of the Year Award
- Presenting information to the Appropriations Committee of the Nebraska State Legislature regarding the need for increased salary for office/service employees. (A 10% increase was granted that year. Unfortunately that was the last large increase.)

Sometimes we don’t seem to “see” what UNOPA is all about, but I can tell you from my perspective that UNOPA is important to the UNL community and our future. I guarantee you will grow professionally and personally with this organization.

The REAL Andrea Peterson

By Jan Shamburg, Grassland Studies Center

Andrea Peterson was born in Scottsbluff, Nebraska and moved to Sidney at age 5. Upon graduation from high school, she came to Lincoln and attended the Lincoln School of Commerce where she received a degree in Business Administration.

Andrea is currently in her third year at UNL as a Staff Secretary II in the College of Arts & Sciences Dean's Office.

Andrea enjoys Husker sports (football, baseball, volleyball), and keeps busy attending her children's sports and other activities. Her son, Trevor, age 14, participates in select baseball from March-July; daughter Carley, age 11, dances and cheers. Haley, age 5, is into soccer and track.

Spending time with family and friends is a favorite past-time, along with reading and doing scrapbooking and other crafts. Mexican food is a favorite and she enjoys cooking for friends and family. Andrea’s favorite dessert is ice cream, and her favorite cookie would be peanut butter. Their family pets are two Beta fish. Favorite family vacation spots have been Disney Land and Disney World, which they’ve visited several times.

Asked why she joined UNOPA, her response—“To belong to an organization that helps out staff members and looks out for our best interest.”

An added important note:

Andrea is the recipient of the November, 2008 “Applause” Award. Sponsored by the Dean’s Office, College of Arts and Sciences, this award is presented monthly to recognize the efforts and honor staff members for their innovative ideas, consistently outstanding performance, or their service above and beyond the call of duty. Awardees currently receive a cash award of $200, a reception in their honor in their home department and publication of their achievement. One nominator’s comments: “Andrea is a joy to work with…” See http://ascweb.unl.edu/dean/applause.html for more comments and information about Andrea and the College of Arts and Sciences’ Applause award.
TECHNOLOGY...Upgrades

By Jon Wilson and Ranelle Maltas, Information Services

Q: What issue affects the most Windows users?

A: Right now the issue that is going to affect most Windows users is the migration to Microsoft Office 2007. The Office 2007 changes are such that additional training may be required by many users. The changes made to the Microsoft Office 2007 environment are vast enough that it will definitely slow down users and their ability to produce databases, documents, and spreadsheets.—Allan Henrichs, UNL Information Services

The “X” Files

Compatibility and MS Office’s new file formats

For Microsoft Office users who have upgraded to MS Office 2007, a significant change is the default file format. The previous file formats: Word (.doc), Excel (.xls), and PowerPoint (.ppt), are now saved to the new XML-based format. (.docx, .xlsx and .pptx)

However, compatibility is the main question for users with previous versions of Office. Using MS Word as an example, some frequently asked questions are:

“I am distributing a .docx file to my students. Will they be able to open it using their current version of Word?”

“Are colleagues able to collaborate on a .docx file that I created?”

Here are a few suggestions to create documents that can be easily used, within and without the Microsoft solution:

• Perhaps the most expedient method in Office 2007 is to do a “save as” and choose the 97-2003 type. This should not be confused with saving as a 97-2003 template file.

• For PC users Microsoft suggests downloading its Compatibility Pack available from www.microsoft.com/downloads. You can install the compatibility pack on a computer that is running Microsoft Office 2003, Microsoft Office XP, or Microsoft Office 2000. After you install the compatibility pack, you can open, edit, save, and create files in the Office XML Formats.

• Another method of distributing documents is converting them to the Adobe .pdf format. Creation of a .pdf file is a print, not a save function. This function is available to all Mac users as well as PC users who have software that writes .pdf files, such as Adobe Acrobat. Editing and collaboration are possible using Adobe Acrobat. The original formatting, font styles, etc. can be preserved in a .pdf file.

• For online collaboration, you may use Google docs. It is a free, web-based solution that allows users to edit documents and spreadsheets from anywhere. While it doesn’t require any software, it does require users to set up a profile and log in to even view a document.

More information is available at http://docs.google.com.

EDUCATION...Lifestyle

By Charlotte Frank, Human Resources

When I think about a healthy lifestyle, the first thing that comes to my mind is nutrition: eating healthy and on a regular schedule. As a migraine sufferer for approximately 45 years, I was forced to read labels and be aware of what was in all the food that I ate as most of my headache triggers were in food and drinks. I was fortunate to be raised by a mother who loved to cook, and I took great pride in learning to perfect as many of her healthy recipes as possible before she died. Eating three meals a day, and on schedule, became a way of life for me. I have a strong belief in eating food from all the major food groups and doing so in moderation. Diets never worked for me because it always seemed as though when I started eating more of one thing and less of another, the cravings counteracted the desired results.

Growing up with five brothers, all athletes, I learned an appreciation for most sports early on in my life. I wanted to learn everything I could about every sport they participated in and to which I became a full-time observer and sometimes participant. By the time I was in elementary school, biking and walking the country roads where I grew up in western Nebraska was my way of getting away from home and exploring the great outdoors. My love of riding bikes continues today. Activities relieve stress and keep me in shape. I reap the benefits with every visit to the doctor: He gives me kudos on my blood pressure, pulse, cholesterol levels and all the other health issues we all become more concerned with as we age. Personally, I believe this works for me because I am not obsessed with being active to lose weight. If I happen to lose a few pounds in the process, that’s just icing on the cake, and not the kind you eat.

Even though I started early on knowing the right foods to eat, perfecting my cooking so that it tasted like my mother’s and eating three balanced meals every day, I do believe it is never too late to start this process. A day without a walk or a bike ride leaves me with more stress than what I believe to be healthy, so when I find myself not keeping some form of physical activity in my life due to the frigid Nebraska winter days, I schedule these activities on my “things to do list.” I do not like breaking promises and that applies to how I treat myself.

So, my advice is... promise yourself you will treat yourself as you would have others treat you: incorporating healthy eating and regular physical activity into your life. It will become second nature and before you know it, you will begin reaping the benefits and associating yourself with the manner in which you live. Find the routine that works for you because they are as varied as there are numbers of us in this world. Most of all, make a promise to yourself and then keep it.

Post Script: It might be important to note that the day I wrote this article, I was in the beginning stages of strep throat and did not know it. It was the culmination of several days of an unchecked high stress mode, no walking and far too little sleep to be healthy. Being sick has its many downfalls but the upside of being home alone with strep is that it gave me ample time to consider what needs to be done to get back on track. I am adding yoga to my routine come January, walking the treadmill when I cannot get on the trails due to frigid winter weather, and doing the best I can to keep stress in check.
Do you need to lower your cholesterol, blood pressure or blood sugar? Want to increase mental focus? Want to be more productive? Then start an exercise program!

It's easy to say that you'll exercise every day, but you'll need a plan — and no single plan is perfect for everyone.

Choose activities that you will enjoy. If you hate to jog/run, then sign up for a class. The Campus Recreation Center (CRec) or other health clubs offers several different aerobic and toning classes before and after work, as well as during the lunch hour… Or just going for a walk is good too!

Finding time to exercise is another challenge. If your schedule is too busy to fit in a “regular” workout, then park your car the farthest place from the door and take the stairs instead of the elevator. Another good workout is shoveling snow. I will make that my workout, if need be. And, if you can exercise ten minutes at a time, three times a day, do it! You can still get the benefits by spreading it out! My main reason for exercise is to maintain my weight, but there are so many more benefits than that! I have found that I am much more productive when I work out and it is my time to “think.”

I have been exercising regularly since before 1980, but am more dedicated now than I was back then. I normally go to the Campus Recreation Center (CRec) on my lunch hour. Since my office is in Avery, it is very convenient. If I have a commitment at lunch, then I will go before or after work. My usual workouts consist of both aerobic and strength training, on rotating days. On M, W, F, I jog 3.5-4.5 miles on the treadmill, on the upstairs track, or outside, and on T, TH I workout on the elliptical machine and lift weights. On weekends, depending on the weather, I’ll jog outside one of the days and ride my exercise bike the other day. Experts say it is good to take at least one day off per week. Depending on my schedule for the week, I normally take one day off from exercising.

When beginning an exercise program, remember:

- Start slowly and build up gradually. Give yourself plenty of time to warm up and cool down with easy walking or gentle stretching. Then speed up to a pace you can continue for five to ten minutes without getting overly tired. If you can’t carry on a conversation while you exercise, you’re probably pushing too hard. As your stamina improves, increase the amount of time you exercise by one to five minutes a session. Aim for at least 30 minutes of exercise most days of the week.
- Listen to your body. If you feel pain, shortness of breath, dizziness or nausea, take a break. You may be pushing yourself too hard.
- Be flexible. If you’re not feeling good, give yourself permission to take a day or two off.

If you lose motivation, set new goals or try a new activity. Starting an exercise program is an important decision, but it doesn’t have to be an overwhelming one. By planning carefully and pacing yourself, you can establish a healthy habit that lasts a lifetime.

Once you’ve made the decision to begin exercising, don’t wait. By starting today with something as simple as a walking program, you will discover the key to a lifetime of health. For many women, young, old, or in the middle, the day they begin an exercise program can be the day they discover the key to an improved quality of life.

I have been a member of CRec since I began at UNL in 1980, and this was when I began exercising regularly. It is a wonderful facility and offers many classes. If you would like to join the Campus Recreation Center, go to: http://crec.unl.edu/. You’ll be healthier for it and glad you did!

References:
http://sportsmedicine.about.com/cs/women/a/040102a.htm
http://www.mayoclinic.com/health/exercise/HQ01676
http://www.mayoclinic.com/health/fitness/HQ00171

PSP Brownbag Session

By Debbie Hendricks, Career Development, Professional Standards Program

Interested in working toward your PSP? If you have questions about PSP, or want help in putting together your materials, grab your lunch and join the PSP Endowment Committee at noon on Tuesday, January 27, 2009 at the East Campus Union. For more information, or to arrange a different time or place to meet with Debbie and/or her committee, contact: Debbie Hendricks, 106 Adm S, cc: 0423. Phone: (402) 472-3755, Fax: (402) 472-8189.
UNOPA’s 2008 Giving Tree gifts were presented to teenagers at CEDARS. This age group is often forgotten during the holiday season, but not this year. UNOPA members were once again generous in their giving. Gifts included: clothing, toiletries, toys, board games, electronic games, sports equipment, DVDs, CDs, gift cards and other wonderful items. As always, thanks for stepping forward.

Cindy Knight, Corresponding Secretary

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**DIAGNOSIS: LAUGHTER**

**GREAT EXPECTATIONS:** On the first day of school, a teacher was glancing over the roll when she noticed a number after each student’s name, such as 154, 136, or 142.

“Wow! Look at these IQ’s,” she said to herself. “What a terrific class.” The teacher promptly determined to work harder with this class than with any other she ever had.

Throughout the year, she came up with innovative lessons that she thought would challenge the students. She didn’t want them to get bored. Her plan worked! The class outperformed all of her classes.

Then, during the last quarter of the year, she discovered what those numbers after the students’ names really were: their locker numbers. —Motivating Your Students: Before You Can Teach Them, You Have to Reach Them, Hanoch McCarty and Frank Siccone.

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University of Nebraska-Lincoln

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**December Membership Notification**

Get Well cards were sent to Mary Klucas and Barbara Homer.

_A special Thank You to all of you who supported my son, Clint Coonrod, and family with your prayers during this very trying time. Clint is now home and on the mend. Prayers do help._

—Linda Thelen